

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Senior Recreation Coordinator	<b>Job Family:</b> 4
<b>General Classification:</b> Professional	<b>Job Grade:</b> 20

**Definition:** To plan, organize and coordinate community service, cultural environmental or recreation programs with multiple functions or within specific geographic areas, including facility building management; and to provide technical staff assistance.

**Distinguishing Characteristics:** This is the advanced journey level class in the Recreation Coordinator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including coordinating a program with multiple functions or program areas or assigned primary responsibility for a designated site, e.g. Deer Hollow Farm, Rengstorff House, Rengstorff and Eagle Pools. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Receives direction from a Recreation Supervisor, Recreation Manager or the Shoreline Manager. Exercises direct supervision over clerical, full-time, part-time hourly personnel, independent contractors and/or volunteers.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Assist in the planning and/or development and implementation of community service cultural, environmental or recreation program goals, objectives, policies and priorities.
2. Plan, organize and coordinate a recreation or community services program with multiple distinct program area functions.
3. Prepare community service and recreation publicity, including news releases, special announcements and informational bulletins; coordinate referral systems and the publication of seasonal brochures; coordinate the dissemination of recreation and community service publicity.
4. Prepare reports for presentation to commissions and committees for management; prepare reports; maintain files and records.
5. Identify community needs and recommend appropriate programs.
6. Conduct and supervise special events; develop and administer contracts.
7. Prepare purchase requisitions; order supplies and materials.

8. Assist in preparing and administering a program budget; monitor expenditures.
9. Receive and review reports from staff members.
10. Respond to complaints and requests for information.
11. Assist in the selection, supervision, training and evaluation of assigned staff and/or volunteers.
12. Coordinate the work assignments and activities of a broad range of volunteer and docent staff, as necessary.
13. Attend professional workshops, seminars and conferences.
14. Perform related duties as required.
15. Interfaces with a variety of community groups.
16. Serves as liaison to the Facilities Division personnel regarding maintenance and operations of assigned designated site.

**Minimum Qualifications:**

Knowledge of: Methods, techniques and procedures used in the planning, development and delivery of a community services, cultural, recreational, aquatics and/or environmental programs; common recreational and social needs of various age groups; principles and procedures for implementing and directing community services, recreation and cultural or environmental program activities; principles and procedures of safety risk management; training others in community service, cultural, recreation and/or environmental programming.

Ability to: Develop and coordinate a community services, cultural, recreation, aquatics or environmental program suited to the needs of the community; plan, organize, coordinate and implement a community services, cultural, recreation and/or environmental program with multiple program areas; establish and maintain effective working relationships with those contacted in the course of work; analyze, interpret and explain division policies and procedures; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate subordinates and volunteers; work with a wide variety of volunteer/docent staff.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of community service, cultural, recreation and/or environmental program coordination experience; equivalent to a bachelor's degree from an accredited college or university with major work in recreation administration or a closely related field.

**Required Licenses or Certificates:** Possession of, or ability to obtain, a valid California driver's license.

For position(s) assigned to the aquatics programs must obtain Red Cross Lifeguard and Water Safety Instructor Certificate within six months of appointment. Possession of a Lifeguard Instructor Certificate and Certified Pool Operator Certificate within one year of appointment.

Established February 1980

Revised March 2005

CLASS SPECS

CS138-P^